

Form 8 – Notification of a potential Holding Out Offence

Architects Act 2002 Part 7

Version: January 2020

The purpose of this form is to notify the Board of Architects of Queensland (BOAQ) in the case where you believe a person is claiming or holding out to be an architect or providing architectural services when they are not a registered architect in Queensland. The *Architects Act 2002* (the Act) protects the title "architect" and provides that a person must not claim to be an "architect", or allow himself or herself to be held out as an "architect", unless the person is registered with the BOAQ. A reference to a "person" in these sections also includes a company.

If you are unsure whether someone is an architect, you can perform a simple online search of the Queensland Register of Architects the 'Search Register' tab on the Board's website: www.boaq.qld.gov.au

If you have any questions about this Notification Form please contact the Board on (07) 3067 2397 during office hours.

It is the notifier's responsibility to ensure the details provided on this form are clear and correct.

Your Details			
Title			
Full Name			
Address			
City/State/Post Code			
Home Phone		Mobile Phone	
Email			
Would you like the Board to deal with this notification anonymously?	<input type="checkbox"/> No <input type="checkbox"/> Yes → Please note, while the Board will not provide your personal information to the person notified of, it may be required to give general information about the nature of your notification. The Board takes no responsibility for incidental disclosure of your identity, for example by inference.		

Details of Unregistered Person			
Title			
Full Name			
Business/Company Name (if applicable)			
Business Address			
City/State/Post Code			
Mobile Phone		Office Phone	
Email			

Notification Details	
Date	<p><i>[Please provide as much detail as possible about the representations made by the person you are notifying BOAQ about.</i></p> <p><i>Please attach any evidence you have that has led you to believe the person is holding themselves out as an architect e.g. details about what was communicated orally or in writing and by whom, and any resulting negotiations, agreements, or contacts.</i></p> <p><i>If known, include the date in the column on the left.]</i></p>

Have you commenced any legal proceedings against the person in a court of law?
(If yes, provide details)

Privacy statement

Your personal information is collected for the purposes of assisting the BOAQ in determining whether or not a person is liable for an offence under the Architects Act 2002. The Board is required to comply with the Information Privacy Act 2009 and the Information Privacy Principles contained within.

Declaration

I confirm I have read the information on this form and I declare that the information provided in this notification is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Lodging this Form

After you have completed this form please lodge it, together with any evidence attached, to one of the following:

Mail: Registrar
Board of Architects of Queensland
GPO Box 316
BRISBANE QLD 4001

Email: registrar@boaq.qld.gov.au